

## **NOTICE OF VACANCY**

**AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:**

**MONDAY - FRIDAY**

**9:00 A.M. - 4:00 P.M.**

**After the recruiting period is expired, the applications will be referred to the respective department.**

<b>JOB TITLE:</b>	<b>Secretary II</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>SALARY:</b>	<b>\$19,158.00 Annually</b>
<b>BEGINNING DATE:</b>	<b>August 18, 2004</b>
<b>CLOSING DATE:</b>	<b>August 31, 2004</b>

### **MINIMUM QUALIFICATIONS:**

**High School diploma, trade school, or equivalent level of education. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of modern office practices and procedures and bookkeeping practices. Familiarity with County policies and procedures, including paraphrasing procedures. Proficiency in report preparation. Mastery of operating a computer and standard office equipment. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.**

### **MAJOR DUTIES:**

**Composes and types correspondence. Assists in monitoring two-way radio and dispatching messages, answers phones, and greets the public. Updates development site plans and road projects records by entering necessary data. Maintains calendar of activities. Serves as a resource to subordinate personnel.**

**ROOM 601, MUNICIPAL BUILDING,  
AUGUSTA, GA 30911  
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We do not discriminate on the basis of race, religion,  
color, sex, age national origin, or disability.**